

# Payroll Delivery Form

Complete and fax back to Grus at (888) 230-9909

Employee Name \_\_\_\_\_

Last four digits of SSN#: \_\_\_\_\_

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**Direct Deposit into your personal account: Fax copy of Voided Check or complete form below:**

Bank Name \_\_\_\_\_ Type of Account: Checking / Savings

City, ST \_\_\_\_\_

Name of Person(s) on the Account: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

(Both routing and account numbers are required)

Note – You are authorizing that your payroll be deposited into this account. Understand that if for any reason you no longer wish for your payroll to be deposited to this account, you must notify Grus in writing immediately. Prior to notification, Grus is not responsible for recovering any funds in the above account once they have been deposited. If you cancel direct deposit, you may not re-enroll for direct deposit for 60 days.

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**Pay Card (pre-paid MasterCard debit card):**

You must contact Grus with your permanent address or a temporary address where you would like your Pay Card to be delivered (if you have not already done so). This will take 7-10 business days.

You will receive your pay check by **Western Union** until you receive your Pay Card. Notify Grus immediately when you receive your card, so that your next paycheck will be deposited onto your new card! Contact Grus on the 11<sup>th</sup> business day from when you submitted the delivery address if you have not received your card.

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**Western Union Money Transfer:**

Your net paycheck amount, less the \$13.50 transfer fee, will be sent to the city and state where you are currently working, or your home city and state if you are finished with the assignment.

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